



**FORM 565A – Purchase Card Non Business Related Expense Salary Deduction Authority**

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I, \_\_\_\_\_

*(Full Name)*

**Employee Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

Authorise Murdoch University to deduct from my next salary the following amount as reimbursement for expenditure on my Murdoch University purchasing card that is non business related.

**Amount:**

\$ \_\_\_\_\_

**OR (FOR AMOUNTS >\$500 ONLY)**

Authorise Murdoch University to deduct from my next five consecutive salary payments, the following amounts to reimburse expenditure on my Murdoch University purchasing card that is non business related.

**Amount 1:** \$ \_\_\_\_\_

**Amount 2:** \$ \_\_\_\_\_

**Amount 3:** \$ \_\_\_\_\_

**Amount 4:** \$ \_\_\_\_\_

**Amount 5:** \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT:** \$ \_\_\_\_\_

**Account Number to Allocate Reimbursement:**

**Description of Expenditure**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Card Holders Signature

\_\_\_\_\_  
Date